

## New CASC Candidate Directions

Upon receiving an offer for a leadership position that requires an Administrative Services Credential, the following will be required:

### Candidate

- Fill out Candidate Enrollment Form
  - **All** areas must be completed.
- Fill out the Verification of Employment form
- Make a copy of the Preliminary or Temporary Credential (a snapshot of the CTC website is fine. Save as a PDF file)

### District Representative

- Check paperwork and verify everything is completed
  - All items must be filled out
  - Preliminary credential is checked through the CTC and is current
    - If they are on a Certificate of Eligibility, the candidate must apply for a Preliminary Credential and provide a copy of the temporary credential while waiting for issuance of Preliminary Credential.
    - If they give you a “certificate” as proof of Preliminary, you **MUST** check the beginning and end dates. If there is no end date, they are on a Certificate of Eligibility. Please **ALWAYS** check the CTC website.
- Sign both documents (Enrollment form and Verification of Employment).
- Scan all documents, add them to the Leadership Development Teams page under CASC, and dispose of them properly.

If the paperwork is not completed, it will be returned. We will add the candidate to our cohort once all documents have been completed and verified.